

Inventory Master Table of Contents

	PAGE
CHAPTER ONE	
Establishing An Inventory Management Program	1
Planning Effective Inventories	2
CHAPTER TWO	
Industry Best Practices In Inventory Counts	9
Key Factor 1: Establish Accountability	11
Key Factor 2: Establish Written Policies	12
Key Factor 3: Select An Approach	13
Key Factor 4: Determine Frequency Of Counts.....	15
Key Factor 5: Maintain Segregation Of Duties.....	17
Key Factor 6: Enlist Knowledgeable Staff.....	19
Key Factor 7: Provide Adequate Supervision	21
Key Factor 8: Perform Blind Counts	23
Key Factor 9: Ensure Completeness Of The Count.....	24
Key Factor 10: Execute Physical Count.....	26
Key Factor 11: Perform Research.....	28
Key Factor 12: Evaluate Count Results	30
Implementation Checklist.....	32
Command Inventory Plan (Sample).....	43
Skill Builder: PowerPoint Presentation	47
CHAPTER THREE	
Manual Inventory Process	49
Generating A Hand Receipt Report By HRH Nbr	54
Reconciling A Manual Inventory.....	58
Discrepancy/Corrective Action Decision Matrix	64
Closing A Manual Inventory	66
Generating An Authorization Inventory.....	71
Creating A New Location	83
Generating A Location Inventory.....	85
Cyclic Inventory Data Update	89
Generating A Cyclic Inventory.....	92
Asset and General Inventory Type Table	95
Skill Builder: Manual Inventory	97
CHAPTER FOUR	
Automated Inventory Process – PDCD Manager	99
Generating Inventories	100
Generating A Hand Receipt Holder Inventory.....	106
Export Inventory To The PDCD.....	110
Conduct An Automated Inventory	114
F1-Changing the Location/Sub-Location	117
F2-Verifying Serial Assets	118
F3-Non-Labeled Assets	121
F4-Assets Not Found.....	122
F5-Sub-HRH Trsfr	124
F6-Info	125

	<u>PAGE</u>
CHAPTER FOUR(CONT'D)	
Closing An Inventory On The PDCD	126
Import Inventory Data From The PDCD.....	128
Reconciling Inventories	131
Automated Inventory Discrepancies/Corrective Action	133
Closing Inventories	137
Generating An Authorization Inventory.....	141
Creating A New Location	153
Generating A Location Inventory.....	155
Cyclic Inventory Data Update	159
Generating A Cyclic Inventory.....	162
Asset and General Inventory Type Table	165
CHAPTER FIVE	
Inventory Retention Update	169
Forecast HRH Inventories.....	171
Updating The Scheduled Inventory Completion Date	173
Generating An Inventory List.....	176
Viewing Unreconciled Items	180
Generating A Reconciliation Report	185
Reviewing the Reconciliation Listing.....	188
Canceling Inventories	193
Deleting Inventories	196
Update Inventory Records.....	199
CHAPTER SIX	
Acquiring Hardware/Software	203
Setting Up Bar Code Prefixes.....	205
Setting Bar Code Defaults	207
Formatting Bar Code Labels	209
Printing Bar Code Labels	211
Preparing PDCDs	215
INTERMEC TRAKKER ANTARES 241X TERMINALS:	
Configuring The Intermec Trakker Antares 241X Terminals.....	216
Connecting The PDCDs Hardware	217
Checking And Updating The PDCDs Firmware.....	218
Checking And Removing Existing PDCD Files	220
Setting The PDCDs Serial Communications Port	221
Setting The PDCDs Bar Code Symbologies.....	223
Installing The DPAS Inventory Application	224
SYMBOL PDT72XX SERIES TERMINALS:	
Configuring The Symbol PDT72XX Series Terminals	226
Connecting The PDCDs Hardware	227
Downloading The DPAS Program To The PDT72XX Terminal.....	228
INTERMEC JANUS 20XX TERMINALS:	
Configuring the Intermec Janus 20XX	234
Connecting The PDCDs Hardware	235
Checking The PDCDs Firmware.....	236
Imaging The Janus 20XX Terminal.....	237

	PAGE
CHAPTER SEVEN	
Configuring The Portable Digital Assistants (PDAs).....	243
Connecting The PDA Hardware.....	246
Configuring The PDA For Use	247
Installing Microsoft ActiveSync.....	248
Creating A Partnership Between The Host Computer And The PDA.....	249
Installing The DPAS Inventory Application On PDA.....	253
Configuring The PDAs For Wireless Communications (Optional)	254
PDA Recovery Procedure For Windows CE Smart Minimize.....	257
Conducting Inventories Using Pocket PC PDAs.....	258
Conducting Inventories Using A Batch PDA.....	259
Import Inventory to PDA.....	260
Conduct Inventory.....	262
Verify Serial Assets	265
Non-Labeled Asset.....	266
Sub HRH Transfer.....	267
Assets Not Found	268
Change Location/Sub Location.....	269
Record Action Item.....	270
Take A Picture.....	271
Select Inventory	272
Close Inventory	273
Inventory Stats	274
Exit	275
Export Closed Inventory(ies) From PDA.....	276

GLOSSARY**REFERENCES**

Inventory Master Table of Contents
